

**DEPARTMENT OF WORKFORCE
DEVELOPMENT**

Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



**State of Wisconsin
Governor Jim Doyle**

**DEPARTMENT OF HEALTH AND
FAMILY SERVICES**

Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.state.wi.us

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-49

Date: 08/05/2003

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: HIGH

**SUBJECT: SUPPLEMENT TO OPERATIONS MEMO 03-34: CHILD CARE ENTRY LEVEL
COURSES – CURRICULUM RE-DESIGN AND EFFECT ON DAY CARE
CERTIFICATION**

CROSS REFERENCE: September 1, 2003

EFFECTIVE DATE: Operation Memo 03-34, Child Care Entry Level Courses –
Curriculum Redesign and Effect on Day Care Certification.
Released on 05/19/2003.

PURPOSE

This memo is a supplement to Operations Memo 03-34. That memo informed certifying agencies about a new, competency based certification course curriculum that is approved by the Department of Health and Family Services (DHFS) and the Department of Workforce Development (DWD). DWD Child Care Section strongly encourages the certifying agencies to adopt this new competency based curriculum when training providers.

BACKGROUND

Operation Memo 03-34 explained the new entry level child care training courses in detail. It also informed the certifying agencies that certified providers would have to take Module A of the new 'Introduction of Child Care Profession' course and the entire 'Fundamentals of Family Child Care' course to meet the requirements listed in DWD 55 – certification rules. At the time of the release of 03-34, detailed information about the learning competencies and learning objectives for the "Intro" course was not available. This memo provides detailed information about content of the Module A.

TRAINING REQUIREMENTS FOR REGULAR CERTIFIED PROVIDERS

DWD 55.08 (Certification rules) (1)(b) Training. 2. 1. "A Level I (regular) certified provider shall have completed 15 hours of child care training approved by the county or tribal agency responsible for certification prior to Level I (regular) certification. **The training shall include information on child growth and development, positive discipline, child abuse and neglect, interpersonal relationships, daily schedule, health and safety, SIDS, business practices, and nutrition**".

GENERAL INFORMATION ABOUT THE 'INTRODUCTION TO CHILD CARE PROFESSION'

The complete curriculum for the 'Intro' course has 15 learning plans. The Child Care Section has reviewed the curriculum and taken learning objectives from various learning plans to be covered in Module A. Module A, as described below, will meet the topics listed in DWD 55 – certification rules, except the business aspects of child care.

Note: This course does not cover the 'business aspects of family care' required by the certification rule. In addition to Module A, certified providers must take the 'Fundamentals of Family Child Care' to meet all topics required by the certification rules.

Note: The instructors are encouraged to organize the learning plans in a way that they best fit to their group.

CONTENT OF MODULE A:

Module A of the 'Introduction to child care profession' must include the following learning plans and learning objectives:

LEARNING PLAN 3 – CHILD DEVELOPMENT

Meets the requirement for child growth and development in DWD 55.08. (Approx. 3 hours)

Learning Objectives

- a. Identify developmental milestones for children birth to three.
- b. Identify developmental milestones for children three to school age.
- c. Review research on brain development.
- d. Explore areas of growth and development: psychomotor (fine and gross), emotional, social, cognitive and language.
- e. Explore the effects of social and cultural differences on children's development.
- f. Summarize the role of observation in promoting child development.
- g. Practice observation skills to determine child development using checklists or guidelines.

LEARNING PLAN 4 – POSITIVE GUIDANCE

Meets the requirement for 'positive discipline' in DWD 55.08. (Approx. 2 hours)

Learning Objectives

- d. Identify ways in which the environment affects children's behavior.
- f. Give examples of guidance principles.
- k. Identify guidance strategies appropriate for different developmental ages and individual child needs.
- m. Identify strategies to use when a child's behavior is disruptive

LEARNING PLAN 5 – CHILD ABUSE AND NEGLECT

Meets the requirement for 'child abuse and neglect' in DWD 55.08. (Approx. 1 hour)

Learning Objectives

- c. Differentiate among types of child abuse.
- d. Identify symptoms of abuse including shaken baby.
- e. Explain requirements for mandatory reporting of abuse or neglect.

LEARNING PLAN 6 – DAILY ROUTINES AND SCHEDULES

Meets the requirement for 'daily schedule' in DWD 55.08. (Approx 2 hours)

Learning Objectives:

- b. Explore the value of a daily schedule.
- c. Identify components of a daily schedule.
- g. Identify the role of the provider in providing developmentally appropriate care giving routines.
- h. Employ skills for supervising groups of children.

LEARNING PLAN 7 – TRANSITION STRATEGIES

Meets the requirement for 'Daily Schedule' in DWD 55.08. (Approx. 1 hour)

Learning Objectives:

- b. Identify times when transitions are necessary
- e. Explore different types of transition strategies.

LEARNING PLAN 8 – PROMOTING CHILD DEVELOPMENT THROUGH ACTIVITIES

Meets the requirement for 'Daily Schedule' in DWD 55.08. (Approx. 2 hours)

Learning Objectives:

- b. Explain how curriculum planning fits within a daily schedule
- f. Examine developmentally appropriate indoor and outdoor activities
- g. Select toys and games that are developmentally appropriate.

LEARNING PLAN 9 – UNIVERSAL PRECAUTIONS AND SANITARY PRACTICES

Meets the requirement for 'Heath and Safety' in DWD 55.08. (Approx. 1 hour)

Learning Objectives:

- b. Practice sanitary procedures for child and staff hand washing.
- c. Practice sanitary procedures for disinfecting toys, tables and diaper changing stations.
- d. Practice diapering techniques for infants, toddlers and young children.

LEARNING PLAN 10 – PROVIDING FOR CHILDREN'S HEALTH

Meets the requirement for 'Heath and Safety' in DWD 55.08. (Approx. 1 hour)

Learning Objectives:

- d. Determine the extent of an injury to a child and the level of care to treat the injury.
- e. Explain procedures for treating minor injuries.
- h. Identify symptoms of communicable diseases, reporting, posting and exclusion requirements.

LEARNING PLAN 11 – PROVIDING FOR CHILDREN'S SAFETY

Meets the requirement for 'Heath and Safety' in DWD 55.08. (Approx. 1 hour)

Learning Objectives:

- b. Identify safety hazards in family and group child care settings.
- f. Explain basic first aid procedures.
- k. Apply strategies to prevent SIDS.

LEARNING PLAN 12 – PROVIDING FOR CHILDREN'S NUTRITIONAL NEEDS

Meets the requirement for 'Nutrition' in DWD 55.08. Appx. 2 hours.

Learning Objectives:

- b. Review USDA regulations.
- c. Explore food programs including Child and Adult Care Food Program (CACFP).
- d. Identify nutritional needs of children birth through school age.
- e. Identify components of healthy meals and snacks in child care.

PERFORMANCE ASSESSMENT

All students must demonstrate that they have learned the topics covered.

TRAINING CERTIFICATES

The training certificates for all entry level courses will be issued by the Registry. If an agency decides to combine Module A with the 'Fundamentals of Family' in one course, it must be made clear to the Registry so that the training certificates are issued correctly.

RESOURCES

- DWD Certification page
<http://www.dwd.state.wi.us/dws/programs/childcare/certification/default.htm>.
Includes links to:
 1. Certification Group Size Estimator (The Group Size Estimator is a tool that will help the user understand when a certified provider's day care schedule may be in violation of the State of Wisconsin child care certification rules.)
 2. List of Day Care Certifiers by County/Tribe.
 3. Links to all certification related rules.
- Link to Operations Memo 03-34 explaining the New Competency-based Curriculum and how it relates to Day Care certification: http://www.dhfs.state.wi.us/em/ops_memos/2003/pdf/03-34.pdf

RECOMMENDED TEXT

- Include DWD 55. http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=89202&infobase=code.nfo&jump=ch.%20DWD%2055

CHILD CARE COURSES THAT DO NOT FOLLOW THE NEW CURRICULUM

The DWD 55 allows the certifying agency to grant 'regular' status if the provider has completed 'county/tribal agency' approved training. The certifying agencies may approve providers who have taken a course other than the ones described above **as long as the course covers the topics listed in DWD 55.08(1)a**. Certifying agencies offering certification training that does not follow this new curriculum are encouraged to send training plans and materials to the DWD Child Care Section for review so that a determination can be made to make sure that the training materials cover the training requirements specified in DWD 55.

For further information contact:

Pirkko Zweifel
DWD Child Care Section
(608)261-4595
pirkko.zweifel@dwd.state.wi.us

DWD/DWS/OCC/PZ